

Safety Newsletter

September 2005

Volume 2 - Number 4

Safety Education for Individual Providers of In-Home Care

Introduction

July 1, 2005 marked a new way for recently-hired individual providers to complete Safety Training. As of that date, all Revised Fundamentals of Caregiving courses offered across the state will also include the four-hour Safety Training. New individual providers who are required to complete the Revised Fundamentals of Caregiving course within their first 120 days will be notified of the Safety Training requirement and automatically registered. Of course, existing individual providers (hired before July 1, 2005) still have three ways to complete the training by December 31, 2006.

Three ways to complete safety training requirement for individual providers hired before July 1, 2005:

- Read the Safety Manual and complete an attestation form, OR
- Complete the training online at <http://hcqa.sedgwickcms.com>, OR
- Attend a safety seminar listed on the back of this newsletter

REMINDER: All individual providers hired before July 1, 2005 **MUST** complete at least one form of safety training by December 31, 2006.

Individual providers hired after July 1, 2005 must complete safety training within 120 days.

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In Case of a Work-Related Injury:

Call 1-866-897-0386 (Sedgwick CMS)

If medical treatment is necessary:
1) Go to your doctor. Tell them your injury is work-related.

2) The doctor's office will help you file a Washington Labor & Industries State Fund Report of Accident.

3) List your employer on the form as **HCQA Negotiated Contract**, 601 Union St., Ste 3500, Seattle, WA 98101

4) To check on your claims status: 1-800-LISTENS (1-800-547-8367) or online at: [www.http://lni.wa.gov](http://lni.wa.gov)

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Strains and Sprains: Protect Yourself

The work of an individual provider is demanding. Lifting, carrying, transferring and lots of physical activity increase the likelihood of injury. Practicing safe lifting greatly reduces the chance you will be injured on the job. Do NOT attempt to lift something that is beyond your capability. Safe lifting of people and objects requires different methods.

LIFTING PEOPLE SAFELY

- Plan your lift
- Bend at the knees
- Get close
- Tighten stomach muscles
- Keep back straight and stand up
- Let your legs do the lifting
- Turn with feet; not your body
- Never twist while lifting

LIFTING OBJECTS SAFELY

- Get as close as possible
- Avoid climbing stairs with a load
- Make sure there's sufficient room
- Find easy ways to grasp item
- Use stepladder
- Avoid awkward stretches
- Don't depend on structures to support you

Tips on Recognizing & Preventing Violence in Your Workplace

Violence in the workplace can happen anytime and anywhere. Because individual providers work closely with other people in a home environment, some may be victims of violence. It is important to remember that workplace violence isn't just employer against employee—sometimes the reverse is true. Individual providers also may witness or be victimized by domestic violence happening in the workplace, or

domestic violence can follow the individual provider from their own home into their workplace. Violence in the workplace is a serious issue that can have lasting physical and emotional effects. How can you protect yourself from violence? Observation is key—keeping tuned in to your surroundings, including changes in personality or demeanor are the first signs to look for. Verbal

attack, or threats of attack also indicate potential violence. If you feel *you* are in danger, remember to:

- Talk calmly and slowly
- Listen carefully
- Get to safety
- Call 9-1-1 for help
- Report the incident to the case manager

ALERT: All Individual Providers hired before July 1, 2005 should have received a *Safety Manual for Individual Providers* by mail. Please read it and keep it as a reference—it was designed with your safety in mind and provides excellent suggestions that are unique to in-home care. You may earn CE credits (if you are eligible to accrue them) and get paid for your time by reading the manual, completing the self-review questions and mailing in the form provided with the *Safety Manual* to Sedgwick CMS.

Safety Seminar Schedule

A four hour Safety Seminar is available to Individual Providers hired before July 1, 2005 at multiple locations throughout Washington (see schedule below). **Individual Providers who attend the Safety Seminars will receive four hours of their regular hourly rate on an upcoming paycheck. The Safety Seminars meet continuing education requirements for those Individual Providers who are eligible to accrue continuing education.**

<u>City</u>	<u>Address</u>	<u>Date</u>	<u>Time</u>
Seattle	DSHS Community Services Office 4045 Delridge Way SW, Room 353	Oct 20	1pm
	DSHS Holgate Office – 1737 Airport Way S, Puget Sound Room	Nov 10	1pm
Tacoma	DSHS Centennial Building – 1949 S State Street, Room 291	Dec 12	1pm
Everett	DSHS – 840 N Broadway, Building A, 3 rd floor Old ACES Room	Oct 12	1pm
Moses Lake	Fire Department – 701 E Third Avenue, Multipurpose Room	Dec 1	1pm
Vancouver	Fire Department #83 – 213 NE 120 th Avenue, Public Meeting Room	Dec 1	1pm
Lacey	DSHS/ADSA Headquarters – 640 Woodland Sq Lp SE, Room 1-7.1	Nov 2	1pm
Yakima	Department of Transportation – 900 E Selah Rd, Conference Center	Oct 18	1pm
Wenatchee	Chelan County Fire Department – 206 Easy Street, Meeting Room	Oct 19	1pm
Kennewick	DSHS – 1120 N Eddison, Small Conference Room	Dec 14	1pm
Pasco	DSHS – 800 West Court, Large Conference Room	Oct 12	1pm
Kelso	Kelso Fire Department – 701 Vine, Conference Room	Oct 4	1pm
Colville	DSHS Community Services Office – 1100 S Main Street, Evergreen Rm	Nov 9	1pm
Omak	Omak City Hall – 2 N Ash Street, Council Room	Nov 16	1pm

NOTE: If you have already read the safety manual, or completed the course online, you do NOT have to come to a Safety Seminar.

A Safety Committee meets quarterly to discuss workplace accidents, injuries and illnesses. The next Safety Committee meeting is September 21, 2005 from 3-5pm at SEIU Headquarters, 151 S. Lander Street in Seattle. Any individual provider interested in observing the meeting is welcome to attend.

To take the safety seminar on-line:

<http://hcqa.sedgwickcms.com>

Got a safety question or suggestion?

Call 206-262-4444

Or

1-800-416-1890

or e-mail:

riskcontrol@
sedgwickcms.com



For more safety information, visit our website:

www.hcqa.wa.gov



Sedgwick CMS

IMPORTANT INFORMATION FOR INDIVIDUAL PROVIDERS

Home Care Quality Authority
640 Woodland Square Loop SE
Olympia, WA 98504